STANDARD MATERIALS FOR THE TECHNICAL ASSISTANCE WORKSHOP

STEPS TO APPLY FOR A DISCRETIONARY GRANT

- 1. Read the Notice of Grant Opportunity (NGO) to learn about the state's vision for the program and the needs it is seeking to address by issuing this grant. The NGO is the document where you will find all the specific grant program information.
- 2. <u>Decide to Apply</u>. Based on the information in the NGO, decide whether this grant opportunity is appropriate and needed for your agency.
- 3. <u>Go Online</u> to access the Discretionary Grant Application (DGA) on the web site at http://www.state,nj.us/njded/grants/discretionary/index.html You are responsible for obtaining a complete copy of this essential document.
- The DGA contains general guidance and instructions applicable to all NGO's for completing the standard application forms, as well as, blank copies of each standard form.
- 4. Conceptualize Your Local Grant Project Relative to the NGO
- 5. Complete the Grant Application
- Check for and complete any grant project-specific forms in the NGO (Section 3).
- Complete the standard application forms according to the instructions in the DGA.
- 6. Review Your Application: We recommend that all applicants conduct an in-house peer review of their application to ensure congruency with the NGO and DGA.
- 7. <u>Application Deadline:</u> Remember, the application must be <u>received by</u> the NJ DOE mailroom by 4 p.m. on the due date specified in the NGO to be eligible for consideration!
- 8. <u>Wait For A Response:</u> Most evaluations take five or six weeks to be completed and notification immediately follows.

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DISCRETIONARY GRANT PROGRAMS

http://www.state.nj.us/njded/grants/discretionary/index.html

Discretionary Grant Application (DGA)

Part I: General Information and Guidance

Part II: Constructing a Grant Application Narrative

Part III: Constructing a Grant Application Budget

Part IV: Standard Application Forms

State of New Jersey
Department of Education
Office of Grants Management and Development
Bureau of Development and Discretionary Grants

September 2000

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Application Narrative Forms:

(The program-specific Application Title Page can be found in the NGO document.)

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Board Resolution to Apply

Statement of Assurances

Project Abstract

Statement of Need

Project Description

Goals, Objectives and Indicators

Project Activity Plan

Organizational Commitment and Capacity

Budget Forms:

Form A: Personal Services - Salaries

Form B: Personal Services – Employee Benefits

Form C: Purchased Professional and Technical Services

Form D: Supplies and Materials

Form E: Equipment

Form F: Other Costs

Subgrant Budget Summary

Application for Funds – Budget Summary

Matching Funds Summary and Expenditure Report

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3.4 APPLICATION COMPONENT CHECKLIST

This checklist provides the location of required application forms and related guidance and instructions in the NGO and DGA.

instructions in the NGO and DGA. Form	Form Location	Project Specific NGO Page	DGA Guidance Page
Application Title Page	NGO		8
Documentation of Eligibility	NGO		NA
Board Resolution to Apply	DGA		8-9
Statement of Assurances	DGA		9
Project Abstract	DGA		9
Statement of Need	DGA		9-10
Project Description	DGA		10
Goals, Objectives and Indicators	DGA		10-11
Project Activity Plan	DGA		11-12
Organizational Commitment and Capacity	DGA		12
Budget Form A: Full-Time and Part-Time Salaries	DGA*		13-14
Budget Form B: Personal Services – Employee Benefits	DGA*		14-15
Budget Form C: Purchased Professional and Technical Services	DGA*		15-16
Budget Form D: Supplies and Materials	DGA*		16
Budget Form E: Equipment	DGA*		16
Budget Form F: Other Costs	DGA*		17
Subgrant Budget Summary	DGA*		17-18
Application for Funds – Budget Summary	DGA		18-19
Matching Funds Summary and Expenditure Report	NGO		20

^{*} Budget forms are required when applicable costs are requested.

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Web Resources

Additional grant information is available on the NJDOE grants web site

(www. state.nj.us/njded/grants/discretionary/index.html)

Grant Applications

- •Overview of the Notice of Grant Opportunity and Discretionary Grant Application
- •Discretionary Grant Application (DGA) (PDF)

 DGA Part IV Standard Application Forms (Microsoft Word)
- Technical Assistant Workshop Handouts
 - Steps to Apply for a Discretionary Grant
 - DGA Table of Contents
 - Application Component Checklist
 - Web Resources
- •Constructing the Grant Budget (Power Point Presentation)
- Common Requested Costs
- Frequently Asked Questions